



# CITY OF BURBANK

## APPLICATION FOR APPOINTMENT TO CITY CLERK

CLERK 12 MAY 2011 4:24

Mr./Ms/Mrs. von Sonn Nonna Marie  
Name \_\_\_\_\_

Resident of Burbank for 15 Years

Burbank Registered Voter: Yes X / No \_\_\_\_\_

Fax No. \_\_\_\_\_

***\*\*Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Clerk unless he/she is an elector of and actually lives in the City.***

### Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
CSUF	Liberal Arts /Theatre Arts	'80 - '82 no degree
UCLA	Political Science	'76 - '78 no degree

Additional Pertinent Courses or Training: I am in the process of signing up to complete my college degree and have looked specifically into registering with the City Clerks Association of California.

Other Pertinent Skills, Experience or Interests: I am proficient on the computer and am a quick learner. I worked in the Council Office for 7 1/2 years which gave me exposure to the City Clerk's Office. Also, I enjoy working with and assisting people from the community.

### Employment Information:

Present Occupation: Underfilling position of Executive Assistant.

Name of Firm: City of Burbank - Financial Services Department

Address: 301 East Olive Ave., Burbank, CA 91502

Telephone: 818-238-5506

Specify current or prior service on a City Board, Commission or Committee:

Retirement Plan Committee - Secretary - current  
Relay For Life Committee - current  
Centennial Promotional Item Committee - continuing  
Centennial Committee - prior service

**APPLICANT'S NAME:** von Sonn, Nonna

List community activities in which you are involved:

National Charity League - past  
Burbank AYSO - past  
Burbank High School sports  
Burbank Arts For All  
Centennial Show Choir Super Show  
Burbank High School Vocal Music Association

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position: I believe that the jobs I have held over the years along with my life experiences make me very qualified for the position. I interact well with people, I have had personal experience with the legal process regarding following proper procedures, and I am experienced at proofreading, just to name a few qualifications. I worked for Hughes Aircraft Co. in the Configuration and Data Management Operations and am familiar with the importance of accurate record keeping and filing. I have been the Recording Secretary for the PTA and am currently the secretary for the Retirement Plan Committee. Also, it is my responsibility to keep track and assist with the coordination of the Professional Service Agreements for our department as well as manage the invoices. I was an assistant to the Council members for 7 1/2 years and during that time I assisted with organizing the materials for the Charter Committee and also provided all of the necessary materials to those running for Council during the election years. I am proficient on the computer and am a quick learner.

What are your goals in serving as the City Clerk? I see the City Clerk's Office as a vital connection to the community and would like to see that the public continues to view the office as a place that keeps accurate records and will assist them when needed. A definite goal is to keep the elections running smoothly and implement any necessary updates to the process. It is also important to continue to work toward an eco-friendly system for the entire department including how information is provided to the public. Another goal is the continued advertising of notices for hearings and other legal issues along with keeping the department within the budget. The budget process is something that I would like to keep within the parameters that have been set and make sure that money is being spent wisely. It is also important to me that the City Clerk "team" feels respected at all times and is recognized for their effort.

**PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.**

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

05-22-12

Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

**When completed mail/submit original to:**

**Office of the City Clerk  
City of Burbank  
275 East Olive Avenue  
Burbank, California 91502**



## **Nonna von Sonn**

### **OBJECTIVE**

To perform all duties of the City Clerk regarding elections, meetings, agendas, record keeping, communication, and general office duties, along with providing excellent customer service.

### **QUALIFICATIONS**

Personable professional with multiple qualifications for employment. Accustomed to handling confidential issues. Strong, independent employee who also feels comfortable leading a team and being a team player. Knowledge of municipal functions. Conversational with Spanish. Able to manage multiple tasks simultaneously. Public Service experience with the PTA, National Charity League, and other youth activities. Administrative and supervisory experience. Extensive computer skills: Microsoft Word/Excel/PowerPoint/Outlook, Oracle.

### **EMPLOYMENT**

#### **12/08 – present –**

##### **Management Secretary, Financial Services Department, City of Burbank**

Underfilling the position of Executive Assistant, I am the main administrative contact for the department. I serve as the main timekeeper, coordinate meetings within the department and the City as well as for the 457 Deferred Compensation providers, make travel arrangements, prepare invoices, requisitions, PAF's (Personnel Action Forms), provide assistance to Budget and Payroll, and prepare spreadsheets and documents as needed. Also, I am the liaison between Finance and contracted companies in preparing Professional Services Agreements (PSA's).

#### **12/03 to 12/08 –**

##### **Management Secretary, City Council Office/City Manager, City of Burbank**

Served as the assistant to three of the five Burbank City Council Members. Arranged schedules regarding meetings/events and make travel arrangements. Filtered e-mails and phone calls, relayed messages, drafted written correspondence, and forwarded necessary information. Prepared weekly agenda packets for Council meetings. Handled highly confidential and sensitive information daily. Assisted with the materials for the election process for Council, Budget Studies, and Power Point presentations. Maintained timekeeping records for the two departments.

#### **03/02 to 12/03 –**

##### **Payroll Assistant, Financial Services, City of Burbank**

Reviewed timesheets and input data for employee changes. Served as department timekeeper and main contact for the other timekeepers in the City. Set up meetings, sent city-wide information via e-mail, created flyers, provided City Hotline articles, and processed changes for the 457 Deferred Compensation and 125 Flexible Benefit Plans, and provided information to employees and retirees regarding their accounts. Performed general office duties such as filing and answering the phone.

#### **06/99 to 03/02 –**

##### **Real Estate Professional, Re/Max Elite**

Worked as a Buyer's Specialist

##### **Assistant/Transaction Coordinator, Re/Max Elite**

Managed the office, supervised clerical workers, updated the website, answered phones, created flyers for properties, input information into the Multiple Listing Service, and handled all paperwork between the Buying/Selling Agent.

### **SKILLS**

Microsoft Word/Excel

Microsoft Outlook

Oracle

Front-Office Operations

Customer Service

Payroll and Data Management

Report Preparation

Scheduling/Travel Preparation

Written Correspondence

### **EDUCATION**

9/80 to 6/82 California State University Fullerton, Liberal and Theater Arts

1/76 to 6/78 UCLA, Political Science with a specialization in International Relations

9/75 to 12/75 Chapman College, Semester at Sea, Geology